

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

CANTEEN OPERATOR 2

DEFINITION

Performs canteen operation work in a state correctional institution involving the provision of a variety of merchandise and sundry items to the inmate population; leads and directs inmates in the operation of the canteen; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Stocks supplies for inventory items by opening and counting shipments to insure received items are accounted for on invoices.

Posts quantities of supplies received to inventory records.

Posts sales of merchandise to appropriate inmate records.

Observes inmate sales work and enforces appropriate institutional rules.

Conducts a monthly inventory of all items on hand.

Observes, assigns, and controls the activities of inmates assisting in the operation of the canteen.

Orders merchandise on a periodic basis by monitoring inventory stock levels.

Directs and participates in the routine cleaning of the canteen; mops, waxes floors; washes windows, tables and counters.

COMPETENCIES REQUIRED

Knowledge of inventory methods and procedures in regard to institutional canteen operations.

Knowledge of purchasing methods and procedures related to institutional canteen operations.

Knowledge of institutional practices and procedures relating to the processing and recording of inmate canteen transactions and accounting information.

Ability to add, subtract, multiply, and divide.

Ability to keep and maintain inventory records.

Ability to operate an account posting machine.

Ability to plan, organize, and control the work of inmates.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

The equivalent of one year of full time merchandise sales or inventory control experience which included directing or coordinating the work of other employees.

Effective Date: 6/25/82 EKJ